



**CITY OF LA MESA
EMPLOYMENT OPPORTUNITY**

POLICE PROPERTY OFFICER

Salary: \$3,065 - \$3,728 per month

Filing Deadline: 5:30 p.m., Thursday, April 6, 2006

DEFINITION: To perform a variety of clerical and technical duties involved in receiving, securing, safeguarding, preserving and disposing of police property, evidence, and supplies; to maintain an inventory of evidence submitted to the department; to ensure the safe and careful handling of evidence; and to protect the integrity of evidence through the judicial process.

REPRESENTATIVE DUTIES: Collect, receive, process, store, secure, safeguard and preserve property evidence, photographic evidence, and video evidence items recovered by or submitted to the Police Department; issue receipts for all items submitted. Ensure security of evidence and property; maintain claim of custody for evidence; transport property and evidence to labs for special testing, to court for hearings/trials, and/or to storage. Maintain accurate records and logs of all evidence; record disposition of evidence; classify evidence into a variety of categories; assist Police Officers in completing inventory of impounded evidence. Coordinate the destruction and disposal of obsolete and unclaimed evidence as authorized; release items to rightful owner or for court proceedings; periodically dispose of weapons and narcotics; prepare associated reports. Read, classify, and compare latent fingerprints recovered from crime scenes. Testify in court regarding handling of evidence. Work with staff to develop, maintain, and modify inventory and security procedures of police property, evidence, and supplies. Be available to assist at crime scene investigations both on duty and after hours. Perform related duties as required.

QUALIFICATIONS: **Knowledge of:** Basic operational characteristics, services and activities of a property and evidence program; principles and practices of property and evidence handling, recording, storage and release; court procedures regarding evidence; records management and inventory techniques; legal guidelines pertaining to the maintenance and control of evidence; principles and procedures of record keeping; principles of business letter writing and basic report preparation; pertinent Federal, State, and local laws, codes and regulations; knowledge of basic crime scene investigations as it relates to evidence handling and collection. **Ability to:** Receive, process, store, document, release and/or dispose of various evidence and/or property; effectively account for police property and evidence; organize and maintain control systems; work independently in disposing of property according to defined guidelines; maintain a current knowledge of evidence and property, storage and release procedures; maintain a current knowledge of evidence handling, collection and documentation; understand and use modern office equipment including computers and applicable software; interpret and explain City policies and procedures related to property and evidence; prepare clear and concise reports; respond to requests and inquiries from the general public; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE GUIDELINES: **Education/Training:** Equivalent to the completion of the twelfth grade. Specialized training in evidence control, property and records management, or a related field is desirable. Must successfully complete a "field evidence technician" course, as a condition of probation, within 18 months of appointment. **Experience:** Two years of increasingly responsible experience in a law enforcement or criminal justice setting. Experience in the receipt, storage and disposition of evidence and property is desirable. **License and Certificates:** Possession of an appropriate, valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT: The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions. **Environment:** Office setting with some travel to transport evidence to laboratories and court. Outside work in various conditions to assist in the collection and documentation of evidence. **Physical:** Incumbents require sufficient mobility to work in an office setting; stand or sit for prolonged periods of time; operate office equipment

including use of a computer keyboard; ability to verbally communicate to exchange information; lift, push, pull, and/or carry light to moderate weight objects. **Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate assigned equipment. **Hearing:** Hear in the normal audio range with or without correction.

EXAMINATION: Applications will be screened to determine if they meet the Education and Experience Guidelines. Candidates whose qualifications most closely meet the needs of the City will be invited to participate in the examination process. The examination process may consist of any or all of the following components: written examination, oral interview, and a practical skills evaluation. Eligible candidates will be notified when testing dates have been established.

NOTE: Employment is contingent upon successful completion of a pre-employment medical evaluation, which may include an alcohol/drug screen. Candidates must successfully complete a background investigation prior to being made a conditional offer of employment.

TO APPLY: You must complete and return an original City of La Mesa employment application and resume. Unless specifically stated otherwise in this announcement, all requirements must be met at the time of application; and all required licenses and certificates must be current and attached to the required application materials. Applications are available in the City Hall lobby, on our website at www.cityoflamesa.com, or by calling (619) 667-1175. Original application materials must be received prior to the final filing deadline. Application materials may be submitted at the front information counter in the City Hall lobby or mailed to Human Resources, 8130 Allison Ave., La Mesa, CA 91941. Faxes and postmarks will not be accepted.

All statements made on applications are subject to investigation and verification. False statements may be cause for disqualification, removal from the eligible list, or discharge from employment.

EMPLOYEE BENEFITS – NON-SWORN POLICE PERSONNEL

RETIREMENT: City pays employee and employer contributions to the Public Employees' Retirement System (PERS) – 3% @ 60 formula. The City's contract provides single highest year salary calculation and EPMC benefit.

HEALTH INSURANCE: The City offers a cafeteria-style plan that provides a fixed dollar amount with which to purchase health and dental insurance. A pre-tax flexible spending account is also available for health and dependent care expenses.

LIFE INSURANCE: The City provides a term life insurance policy equal to one x annual salary. Employees may purchase additional coverage at their own expense.

VACATION: Employees earn 80 hours of paid vacation for 1-5 years of service; 120 hours for 6-10 years; 160 hours for 11+ years of employment.

HOLIDAYS: Employees earn 112 hours of paid holiday leave per year.

SICK LEAVE: Employees earn 96 hours of paid sick leave per year.

TUITION REIMBURSEMENT: Tuition reimbursement up to \$1,000 per fiscal year for approved courses is available.

COMPUTER LOAN: After one year of employment, employees are eligible to obtain an interest-free loan, up to \$2,500, to purchase a personal computer.

The City of La Mesa supports workplace diversity. Women, minorities and disabled persons are encouraged to apply. If you have a disability, which requires reasonable accommodation in order to participate in any portion of the process, please advise the City no less than five working days prior to the requested accommodation. Documentation of the need for accommodation may be required upon receipt of the request. The City of La Mesa is an Equal Opportunity Employer.

The provisions of this announcement do not constitute an expressed or implied contract. Any provision contained in this announcement may be modified or revoked without notice.

Opens: 03/13/2006

City of La Mesa
P.O. Box 937
La Mesa, CA 91944-0937